


Dispensing Medications

Changes to Dispensary Module and Ordering Screens:

- Allow the Prescriber to authorize refills for an order.
- Ability to enter a prescription expiration date different from the Medication expiration date.
- Each prescription is assigned a unique RX number.
- The user dispensing the medication can now dispense authorized refills for the prescription.

1. **Getting here:** Login, click Dispensary and Administer Inventory on the Navigation Pane (left menu).
2. Click Go.

The screenshot shows the 'Administer Inventory Search' interface. On the left is a navigation pane with the following items: Home Page, Agency Contacts, Agency, Dispensary (expanded), Administer Inventory (highlighted with a red arrow and a red circle with the number 1), Manage Inventory, Group List, Clinical Dashboard, Client List, System Administration, Reports, and Support Ticket. The main content area has a header with user and location information: 'User: Wherry, Sue' and 'Location: IDHW, DBH, Region 4, Boise'. Below this is a client selection bar showing 'Client: June, CMH18.10.1 | 10405204000003M | 1' and a 'Clear Client' button. The search form contains fields for Client First Name, Client Last Name, Unique Client Number, Prescriber Name, Rx Number, Status, Drug/Strength, Date Filled, and Date Prescribed. At the bottom right of the form are 'Clear' and 'Go' buttons, with a red arrow pointing to the 'Go' button and a red circle with the number 2. Below the form is a table with the following columns: Actions, Client Name, Unique Client #, Rx Number, DOB, Drug/Strenth, # Ordered, # Admin, # of Auth. Refills, # of Refills Remaining, and Pres. The table currently contains no data rows.

3. Hover over  under Actions and click **Review** to select the dispensary order.







Client: June, CMH18.10.1 | 10405204000003M | 1 Clear Client

Home Page
Agency Contacts
Agency
Dispensary
Administer Inventory
Manage Inventory
Group List
Clinical Dashboard
Client List
System Administration
Reports
Support Ticket

Administer Inventory Search

Client First Name Status
Client Last Name Drug/Strength
Unique Client Number Date Filled
Prescriber Name Date Prescribed
Rx Number

Clear Go

| Actions | Client Name | Unique Client # | Rx Number | DOB | Drug/Strength | # Ordered | # Admin | # of Auth. Refills | # of Refills Remaining | Pres. Exp. | Presc. Date | Prescriber | Status |
|---|------------------|-----------------|-----------|-----------|-------------------------------|-----------|---------|--------------------|------------------------|------------|-------------|------------------|------------------|
|  | June, AMH18.10.1 | 10204166000001M | 390 | 2/4/1968 | Wellbutrin XL 150mg | 60.00 | 60.00 | 15 | 15 | No | 6/27/2016 | Prescriber, Jane | Closed |
|  | June, CMH18.10.1 | 10405204000003M | 391 | 4/5/2004 | Abilify 10mg | 30.00 | | 12 | 12 | No | 6/27/2016 | Prescriber, Jane | Pending |
|  | June, AMH-client | 20710180000001M | 387 | 7/10/1960 | Buspar Tabs 10mg | 20.00 | 20.00 | 12 | 12 | No | 6/24/2016 | Prescriber, Jane | Partially Filled |
|  | June, CMH-Jenny | 20401205000003M | 388 | 4/1/2005 | Abilify 10mg | 30.00 | 60.00 | 12 | 11 | No | 6/24/2016 | Prescriber, Jane | Partially Filled |
|  | | 20710180000001M | 385 | 7/10/1960 | Generic Test for Abilify 20mg | 30.00 | 30.00 | 12 | 12 | No | 6/23/2016 | Prescriber, Jane | Partially Filled |
|  | June, AMH-client | 20710180000001M | 386 | 7/10/1960 | Effexor XR 37.5mg | 30.00 | | 12 | 12 | No | 6/23/2016 | Prescriber, Jane | Pending |

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4. Click **Add New Source**.

Home Page
Agency Contacts
Agency
Dispensary
Administer Inventory
Manage Inventory
Group List
Clinical Dashboard
Client List
System Administration
Reports
Support Ticket

Administer Order Profile


Rx Number 388
Client Name June, CMH-Jenny
Client ID 22500
Client DOB 4/1/2005
Order Status Partially Filled
Prescribed By Prescriber, Jane
Prescribed Date 6/24/2016
of Refills 12
Prescription Expiration Date 6/30/2017
Comments Comments do NOT print on label
Instruction Take 1 Tablet Daily

Drug/Strength Abilify 10mg
Quantity 30.00
Dose 10 mg
Frequency 1 QD
Allow Generics Yes
of Refills Remaining 11

Administrative Actions
Close Order

Cancel Save Finish

Add New Source

| Actions | Source | Med. Exp. Date | Quantity | Pharmacy Name | Coupon | Fill | Date Administered | Administered By |
|---|-------------|----------------|----------|---------------|--------|------|-------------------|-----------------|
|  | Sample Meds | 1/1/2018 | 30.00 | | No | 0/12 | 6/24/2016 | Wherry, Sue |

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5. Enter the Quantity for the current fill.

6. Click Save.

Administrative Actions

[Close Order](#)

| Actions | Source | Med. Exp. Date | Quantity | Pharmacy Name | Coupon | Fill | Date Administered | Administered By |
|---------|-------------|----------------|----------|---------------|--------|------|-------------------|-----------------|
| | Sample Meds | 1/1/2018 | 30.00 | | No | 0/12 | 6/24/2016 | Wherry, Sue |
| | | | | | | | | |
| | | | | | | | | |

Created By

Wherry, Sue

Created Date

6/24/2016 12:08 PM

Updated By

Wherry, Sue

Update Date

6/24/2016 12:11 PM

Administering Order Transaction Detail

Inventory Bucket

Source: Sample Meds Drug/Strength: Abilify 10mg Lot #: Szdgvf Exp. Date: 01/2018 Inventory Quantity: 724.00

Quantity

Max Fill Quantity

30.00

Pharmacy Name

Coupon

No

Fill


2/12

Administrative Actions

[Adjust Inventory](#)

Cancel

Save

7. Hover over  under Actions and click Print Label.

NOTE: If there are three refills, the first fill will display as 0/3.

System Administration

Reports

Support Ticket

Expiration Date

06/24/2017

Comments

Comments do NOT print on label

Instruction

Take 1 Tablet Daily

Administrative Actions

[Close Order](#)

Cancel

Save

Finish

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Review

Print Label

| Actions | Source | Med. Exp. Date | Quantity | Pharmacy Name | Coupon | Fill | Date Administered | Administered By |
|---------|-------------|----------------|----------|---------------|--------|------|-------------------|-----------------|
| | Sample Meds | 1/1/2018 | 30.00 | | No | 0/12 | 6/24/2016 | Wherry, Sue |
| | Sample Meds | 3/8/2018 | 30.00 | | No | 1/12 | 6/27/2016 | Wherry, Sue |
| | | | | | | | | |

Created By

Wherry, Sue

Created Date

6/24/2016 12:08 PM

Updated By

Wherry, Sue

Update Date

6/24/2016 12:11 PM

Cancel

Save

Finish

8. Review the label for accuracy.



IDAHO DEPARTMENT OF
HEALTH & WELFARE

Boise

1720 Westgate Drive

Boise, ID 83704 (208) 334-0894

| | | | |
|----------------|---------------------|-----------------|------------------------|
| Name: | June, CMHJenny | Date: | 06/24/2016 |
| Prescriber: | Prescriber, Jane | Rx Number: | 388 |
| RX: | Abilify 10mg | Qty: | 30.00 Lot #: SRg1dv621 |
| Manufacturer: | Abbott | Pres. Exp Date: | 06/30/2017 |
| Med. Exp Date: | 06/27/2017 | Fill: | 1/12 |
| Instruction: | Take 1 Tablet Daily | | |

Warning: Federal or State law prohibits the transfer of this prescription to any person other than the person for whom it was prescribed.